Plumsted Municipal Utilities Authority Minutes

September 17, 2019

Chairman Bronson called the September 17, 2019 Plumsted Municipal Utilities Authority Meeting to order and asked everyone to stand for the Flag Salute. Attorney McGuckin read the Open Public Meetings Act.

Those in attendance were Walter Bronson, Edward Weirsky, Robert Minter, Ronald Dancer and Nancy Lawrence.

Treasurer Report

Mr. Ylvisaker reported the Escrow Account with Investors had a balance of $5,408.23. He also reported the General Checking Account with Investors had an opening balance in August 2019 of $94,997.41, with expenses of $33,874.76 and deposits of $18,683.73 ending with a cleared balance of $79,806.38. The check register balance as of September 17, 2019, with payment of the items listed on the Bill List, is $47,944.78. He further noted that there are sufficient funds available to pay the bills.

Mr. Bronson asked if there were any questions on the Treasurer's Report. There were no questions or comments on the Treasurer's Report. On a motion of Mr. Weirsky, seconded by Ms. Lawrence, The Treasurer's Report was approved. Roll Call Vote: All Ayes.

Bill List

Mr. Ylvisaker noted the invoice for ConvexServ included with the Bill List was incomplete, as it was missing a page. The copy of the ConvexServ invoice provided tonight was complete. Mr. Bronson asked what work had ConvexServ provided. Mr. Ylvisaker explained the invoice was for a second computer, printer, set up, uploads and downloads for the new part-time employee for the Plumsted Municipal Utilities Authority. He also reported that the Plumsted Municipal Utilities Authority is now on the Township Server, allowing automatic backup of data.

Mr. Bronson asked if there were any questions or comments on the Bill List. On a motion of Mr. Minter, seconded by Mr. Dancer, the Bill List was approved. Roll Call Vote: All Ayes.

Minutes

Mr. Bronson noted the Minutes from August 20, 2019 meeting were included in the meeting packet. Mr. Ylvisaker reported that he was informed that the date listed for the
upcoming September meeting was incorrect. He stated he would change the date from September 19, 2019 to September 17, 2019.

Mr. Weirsky stated that under Solid Waste, it should read the 4th quarter invoices are to be mailed in September. Mr. Ylvisaker noted he will correct the Minutes to read they will be mailed in September as opposed to June.

Mr. Weirsky stated that under Energy, the new price of energy is higher than the old price. Mr. Ylvisaker noted the new price of energy should be $0.0811. He will correct the new price of energy in the Minutes.

Mr. Bronson asked if there were any more questions or comments on the August 20, 2019 Minutes. There were no further questions or comments on the August 20, 2019 Minutes. On a motion of Mr. Weirsky, seconded by Mr. Dancer, the August 20, 2019 Minutes were approved with the aforementioned corrections. Roll Call Vote: All Ayes. Mr. Minter and Ms. Lawrence abstained.

Mr. Bronson asked if there were any questions or comments on the July 16, 2019 Minutes. There were no questions or comments. On the motion of Mr. Minter, seconded by Mr. Weirsky, the July 16, 2019 Minutes were approved. Roll Call Vote: All Ayes.

**T and M Associates Monthly Report**

Stephen Schreiber from T and M Associates was present to provide their monthly status report. Given the level of detail in his report, the Engineer's Report for the month of August 2019 is attached to the Minutes.

Mr. Bronson asked if there were any questions or comments on the Engineer's Report. Mr. Dancer asked Mr. Schreiber to give a brief overview of the September 10, 2019 meeting with the business owners.

Mr. Schreiber stated that most of the business owners were open minded but there were a few that were not with some aspects of the project. The business owners gave some recommendations, such as delaying work on Main Street and North Main Street until after the holidays. Mr. Schreiber discussed with P&A Construction postponing the work from the week before Thanksgiving until after Christmas. Mr. Schreiber said P&A will look at this and get back to us.

The business owners were also concerned with loss of parking as well as P&A trucks blocking pedestrian access on some sidewalks. Mr. Schreiber stated he spoke with P&A Construction making it clear that their trucks cannot block pedestrian access on sidewalks or private property.
Mr. Bronson indicated that we agreed to give business owners a couple of weeks notice before the start of work. He noted that the largest detour will start September 23, 2019 when Jacobstown Road is under construction. Fortunately, all the businesses in this location have two or more driveways. Therefore, it looks like at least one clear entrance will be open for each business during construction. He also stated we will need help from the Police Department and as well as flaggers during construction.

Mr. Bronson reported that night work will be done at three intersections to help minimize traffic detours during the day. The three intersections are: Brindletown Road and Main Street; Lakeview Drive and Main Street and Jacobstown Road/Maple Street and Main Street.

Mr. Dancer asked what is planned for Evergreen Road from Ace Hardware to Main Street. Mr. Schreiber reported that the water line has to be moved. The water is not located where New Jersey American Water indicated it was and is in conflict with the sewer line. Mr. Bronson stated that this has been discussed with New Jersey American Water for the last three to four months. It needs to be resolved. This work needs to be completed in order to provide sewer treatment to Lennar per our contract.

Executive Director’s Report

Energy

Mr. Ylvisaker noted that a notice will be sent out to residents in early October 2019 as to the new contract with Constellation New Energy. Constellation is also the existing energy aggregation company. The mailing will include a fact sheet and other information.

Mr. Dancer asked if it would be possible to include a summary of the Energy Program in Bullet Point form. This would make it easier for residents to understand. Mr. Ylvisaker said it could certainly be done and he would discuss it with Gabel Associates, our Energy consultants.

Audit

Mr. Ylvisaker noted the auditors were here for four days after Labor Day. They are compiling their report and plan on presenting it at the October 15, 2019 meeting.

Solid Waste

Mr. Ylvisaker noted that the 4th Quarter invoices have been mailed. We are working on the 2019 Tax Lien List that needs to be given to the Tax Collector by November 11, 2019.
Redevelopment

Mr. Ylvisaker noted the advertisement for the new Executive Director was placed on Indeed.com, which also includes Monster.com and Career.com. He also indicated that a paid advertisement has been posted on the League of Municipalities website. The Association of Environmental Authorities also included the ad on their website. To date, we have received four applications, as well as one person who called to express interest. The applications are due by September 30, 2019.

Mr. Ylvisaker reported that the Lennar Project on Province Line Road is coming together with the curbing now being installed. Also, he heard Lennar intends to take out some building permits by the end of the year for model homes. This will allow them to have some models built by late Spring 2020. Lennar is still anticipating on building 50+ homes in 2020. Mr. Ylvisaker asked Lennar to keep him updated on their projections and any changes.

Mr. Ylvisaker noted that the Local Finance Board will consider the Award of the Wastewater Treatment Plant to Tomar Construction at their October 9, 2019 Meeting.

Mr. Bronson asked why P&A Construction is not responsible for completing the crossing of the stream for the price they had bid, even though it had to be lowered? Mr. Schreiber responded that it was an unforeseen issue. P & A can only construct per the plan. Mr. Schreiber noted that under current contract laws, unforeseen issues will go in favor of the contractor.

Mr. Bronson asked if a subcommittee has been assigned to review resumes and conduct interviews for the Executive Director position. There was some discussion on this. Mr. Weirsky and Ms. Lawrence agreed to sit on this subcommittee.

Mr. Ylvisaker noted that he included on page 84 an example of a loan application for the Financial Incentive Program. Mr. Bronson asked if there is a subcommittee for the loan applications and loan process. Mr. Ylvisaker responded he believes it is Mr. Minter and Mr. Esposito.

Mr. Bronson asked when is it anticipated a mailing to residents for the Financial Incentive Program will be sent. Mr. Ylvisaker stated he believes it would not be until mid 2020. Mr. Bronson said we would want to get out an Executive Summary before that so residents know the schedule and that there is a financing program available to them. Mr. Weirsky added that compiling a FAQ list would be informative to help answer residents’ questions or concerns. It could be posted online and sent as a mailing. Ms. Lawrence agreed. Mr. Ylvisaker indicated he will prepare a list for the October 2019 meeting.
Public Comments

Mr. Marinari thanked the individuals in the room that attended the Business Owners Meeting on September 10, 2019. He believed the meeting helped answer several questions and concerns from the business owners. It also allowed the owners to provide their input which was constructive.

Resolutions

Resolution 2020-01. Change Order #1 to P&A Construction contract in the amount of $14,565.30. Mr. Schreiber noted this is for electrical service to the pump station. Mr. Schreiber noted there was a math error in the first resolution. The cost was reduced by a few hundred dollars. P&A has not started the work yet. Mr. Ylvisaker added he has a Certificate of Availability of Funds for this Resolution. On a motion of Mr. Weirsky, seconded by Mr. Minter, Change Order #1 was approved. All Ayes.

Resolution 2020-03. Change Order #3 to the P&A Construction contract to increase the contract price in the amount of $205,525.00 for night work. Mr. Schreiber noted this increase is for the difference between day work and night work. He added that the night work should begin in early October 2019. Mr. Bronson responded that the business owners have been made aware of this. Mr. Ylvisaker indicated there is a Certificate of Availability of Funds for this Resolution. On a motion of Mr. Minter, seconded by Mr. Weirsky, Change Order #3 was approved. All Ayes.

Resolution 2020-08. Contract Amendment with T and M Associates to authorize an increase in the contract amount, not to exceed $219,946.25. This Resolution was approved at the August 20, 2019 meeting. Mr. Bronson asked if there is a Certificate of Availability of Funds. Mr. Ylvisaker indicated the Resolution is subject to a Certificate of Availability of Funds by the appropriate Township Official. On a motion of Mr. Weirsky, to memorialize Resolution 2020-08, seconded by Mr. Minter, the Resolution was approved. All Ayes.

Miscellaneous

Mr. Dancer requested the Sewer Project FAQ sheet for residents be available to hand out at Fall Fest on October 26, 2019. Also, at no cost, to publish the FAQ sheet in the November issue of the New Egypt News.

Mr. Dancer asked for an update on the potential purchase of the private easement located in back of Main Street which Mr. Ylvisaker provided.
Adjournment

Since there was no further business, a motion was made to adjourn the meeting. Roll Call Vote: All Ayes.

The next meeting is scheduled for October 15, 2019 at 6:30PM.

Respectively submitted by:

Peter Ylvisaker, Board Secretary
PLMU-00021

Mr. Peter Ylvisaker
Executive Director
Plumsted Municipal Utilities Authority
121 Evergreen Road
New Egypt, New Jersey 08533

Re: Engineer's Status Report – August 2019
Downtown New Egypt Sanitary Sewer Collection and Disposal System

Dear Mr. Ylvisaker:

The following is our report on the project status and the work performed in August 2019.

Downtown New Egypt Sanitary Sewer Collection and Disposal System

Collection System and Pump Station – P&A Construction, Inc.

August 20, 2019 – The NJDEP deemed the Modified TWA application administratively complete. This allows technical review of the application to proceed.

August 20, 2019 – T&M is advised by the contractor, P&A Construction the pilot drill of the stream crossing jack & bore was advanced to within 75' of the proposed jacking pit and was unable to advance any further. P&A Construction's sub-contractor, K-Metz has expressed concern with the pilot drill being left in its current position for any length of time. The longer it remains lodged in its current location the harder it will become to push the casing pipe. K-Metz has valued the pilot drill at $300,000.00. T&M and the PMUA to meet P&A Construction onsite on August 21, 2019 to discuss construction options.

August 21, 2019 – T&M, the PMUA and P&A Construction, met onsite to review viable options to free the pilot drill. P&A Construction stated the pilot drill cannot be advanced forward or move backwards nor can it move up or down. It is stuck within the underlying material approximately 18' below grade, 21' feet east of the curb line of the Market Place driveway. P&A Construction informs T&M the entire jack & bore is in jeopardy if the pilot drill cannot be freed within a short time frame. NJAW arrives on site to mark out the existing 16" water main. NJAW determines the existing water main is not located within their easement and is approximately 18' east of the Market Place driveway, 6' deep. UG Electric is also located between the Market Place curb line and the location of the pilot drill. It was determined the only viable option is to install a receiving pit to the location of the pilot drill, excavate down to determine the cause for it being held up. T&M and the PMUA discussed the situation with the Market Place property owner. P&A is instructed to proceed with relocating the receiving pit and to excavate down to free the pilot drill. P&A to maintain traffic flow into & out of the Market Place Driveway by providing traffic control consisting of cones and flaggers.

August 26, 2019 – The NJDEP has completed review of the Modified TWA permit. The permit will not be issued until the NJDEP receives the review fee of $19,617.40.

August 26, 2019 – T&M and P&A attends a PMUA sub-committee meeting to discuss the pilot drill situation, the status of the easement area proposed within Block 19 Lot 10, night work schedule, lateral services to Tooties, and the Mexican restaurant, Gas Main proposed (by others) within Monmouth Road (Route 537), Use of Fire House for polling place on 11/5/19, detour plan approval status from Ocean County, pre-fabrication building for pump station, tree replacement at pump station site upon completion of work, BBQ septic system and Jacobstown Road Sewer Construction possibly starting in November.

It was determined a drop manhole will be installed at the location of the pilot drill, the remaining pipe length between the pilot drill manhole and manhole 85 (original receiving pit location) will be raised to match the invert coming into MH 85 from Main Street. T&M will develop the easement area required
Le: Mr. Peter Ylvisaker, Executive Director  
Plumsted Municipal Utilities Authority  

Re: Engineer’s Status Report – August 2019  
Downtown New Egypt Sanitary Sewer Collection and Disposal System  

from Block 19 Lot 10 using Tax Map information, night work will most likely take place during the month of October when the asphalt plants are supplying asphalt to other projects, thereby reducing cost per ton to P&A Construction. Walt Bronson to discuss possible delay of gas Line construction with Ocean County Engineer John Ernst. T&M to follow up with Ocean County Engineering to determine status of submitted detour plans. P&A Construction mentioned there is no cost savings to the PMUA by using pre-fabricated building at the pump station, but it does save time. The building will be concrete and the PMUA can pick color. The crawl space area will be maintained to allow for storm water pass through during flood events. P&A will replace trees at pump station site upon completion of the pump station. P&A intends to provide a pump truck during construction of the sewer line through the BBQ restaurants septic field to ensure flow. Septic field to be replaced in kind once sewer line is installed.

August 27, 2019 – P&A Construction exposes the end of the pilot drill and determines it cannot be advanced any further due to hardness of surrounding soils. P&A informs T&M the casing pipe can be advanced to the pilot drill location. P&A Construction is directed to order a drop manhole to be installed at the location of the end of the pilot drill.

August 27, 2019 – T&M calculates the area of Block 19 Lot 10, the area of the front portion of the property and the area of the easement required using available tax map information. The calculations are provided to the PMUA Sewer sub-committee by T&M.

September 3, 2019 – T&M sends an email to Ryan Anderson of the Land Use Section of the NJDEP advising him of the need to install a new manhole east of the Market Place driveway due to the inability to advance the pilot drill. T&M request the NJDEP determine if the new manhole can be installed under the general permit previously issued by the NJDEP or does it need a modification.

September 4, 2019 – Ryan Anderson of the Land Use Section of the NJDEP informs T&M the new manhole work is not covered by the existing permit issued for the project and since construction is ongoing, the PMUA should request an emergency authorization and come in for the permits after-the-fact. T&M will prepare a scope of work and cost proposal to submit the emergency after the fact permit application and submit to the PMUA for consideration.

September 4, 2019 - T&M and the PMUA meet with the NJDEP construction officials to discuss project inspection coverage, the excavation at the pilot drill location, trucking of spoil material by P&A Construction and Certifications required for steel construction items.

September 9, 2019 – T&M attends a meeting with the PMUA sub-committee and Police Chief to review detour plans to be presented to local business owners on September 10, 2019.

September 10, 2019 – T&M, the PMUA and the Police Department present the proposed detour plans to local business owners. Discussions also included project schedule, night work location & schedule, October softball tournament access, trick or treating, construction vehicle & equipment locations and impact to businesses construction will have during the Holiday Season.

To date the gravity sanitary sewer main has been installed in Cedar Street, Alton Street, Story Street, Helen Street, Magnolia Avenue, Meadowbrook Lane, First Street, Fifth Street, Plott Street, Miron Street, N. Main Street and Evergreen Road, High School, Easement between Evergreen Road and the WWTP, and Brown Lane.

T&M has received and responded to 9 RFI’s from the contractor and reviewed 141 shop drawings.

T&M has received, and reviewed County Road Detour Plans submitted by P&A Construction, Inc. for Evergreen Road, Lakewood Road, Magnolia Drive, Jacobstown, Brindletown and Maple Avenue. To date, the County has approved all the detour plans submitted.
Le: Mr. Peter Ylvisaker, Executive Director
Plumsted Municipal Utilities Authority

Re: Engineer's Status Report - August 2019
Downtown New Egypt Sanitary Sewer Collection and Disposal System

RFP – WWTP

August 19 through August 22, 2019 – T&M prepares an application to the DCA for submission of the WWTP Recommendation to Award. T&M is assisted by the PMUA Attorney, Bond Counsel and the PMUA is completing the application.

August 23, 2019 – T&M hand delivers packages of the WWTP Recommendation of Award application to both the DCA – Local Finance Board and the NJDEP. Copies of the application are mailed directly to each of the DCA Board Members.

September 3, 2019 – At the request of the DCA, T&M delivers 2 additional WWTP Recommendation of Award packages to the DCA.

October 9, 2019 – Meeting date when the DCA – Local Finance Board will take action on PMUA’s WWTP Recommendation to Award package.

GENERAL ENGINEERING

June 10, 2019 – T&M submitted a revised proposal for consideration by the PMUA to perform the work required to prepare an Asset Management Plan required by NJIB funding. The revised version of the proposal excludes any costs associated with GIS location and mapping and will be based on the as-built drawings provided by the contractors at the end of construction. The PMUA is advised current NJDEP regulations do not specifically require GIS as part of their Wastewater Asset Management requirements; however, there are indications this could change over the next 6 to 12 months.

If you have any questions or require additional information, please contact me.

Very truly yours,
T&M ASSOCIATES

STEPHEN J. SCHREIBER, PE
VICE PRESIDENT/DEPARTMENT MANAGER

SS:jet
G:\Projects\PLMU\00021\Correspondence\engineer reports\Ylvisaker_SS_Status Report-2019 August.docx